



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

HEALTH DIRECTOR HEALTH

This Position is Full Time with Benefits

VACANCY NUMBER

21-124

HIRING RANGE

\$91,694 - \$137,542

OPENING DATE

November 5, 2021

CLOSING DATE

December 31, 2021

TO APPLY

Please submit your application online at

www.moorecountync.gov

QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

OR

You may also visit us at
302 Monroe Street
Carthage, NC 28327.

ESSENTIAL JOB DUTIES

Known as the "Home of Golf", Moore County, North Carolina is consistently rated as one of the best places to live. In addition to being considered one of the safest County's in the State, Moore County offers its residents a variety of benefits to include a moderate climate, first rate medical care at First Health of the Carolinas and its affiliates, Parks and Recreation programs, and exceptional schools.

The Moore County Board of Health is seeking qualified applicants for the position of Health Director. The powers and duties of the local health director are defined per G.S. 130A-41. This position will serve as the director of the department, working in a range of general administrative and management functions to ensure compliance and adherence to all relevant federal, state, and local ordinances, regulations, and statutes; supervises a staff of 35 health employees plus 13 environmental health employees; is responsible for administering a total budget of approximately \$4.5 million. This position is responsible for budget planning, preparation and reconciliation; assessment and development of programs to meet community needs; responsible for the recruitment, employment and retention of personnel and personnel management as to ensure adequate, efficient, effective and economical health services; ensures the investigation of reported diseases, exercises quarantine and isolation authority when appropriate; duties also involves representing the agency with government officials, medical/dental agencies, health care providers, public/private schools and a variety of advocacy groups to influence the decision making process in order to insure adequate resources for program maintenance and expansion and the delivery of comprehensive services.

KNOWLEDGE AND SKILL REQUIREMENTS

The successful candidate will possess exceptionally effective communication skills, unquestionable integrity, and the ability to maintain public trust. The successful candidate will also have general knowledge of management principles, techniques, and practices. Through knowledge of the principles and practices of public health. Working knowledge of applicable federal, state laws, rules, and regulations. Ability to exercise sound judgement in analyzing situations and making decisions; direct employees and programs in the various areas of responsibility; and develop and maintain effective working relationships with the general public, and with federal, state, and local officials.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Master's degree in public health administration and at least (1) year of employment experience in health programs or health services; **OR**
- Master's degree in a public health discipline other than public health administration and at least (3) years employment experience in health programs or health services; **OR**
- Master's degree in public administration and at least (2) years experience in health programs or health services; **OR**
- Master's degree in a field related to public health and at least (3) years of experience in health programs or health services; **OR**
- Bachelor's degree in public health administration or public administration and at least (3) years experience in health programs or health services.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; hearing ability to receive detailed information through oral communication and/or to make fine distinctions in sound; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant